**FOLLOW UP, Making the Process Our Own**

**Week of February 3-7, 2014**

**Region Leadership Teams**

**Guiding Question:**

How does the regular use of data to improve student learning and how might we, at the district-level, support buildings in their work to improve student learning?

**Long term target:**

Implement the regular use of data to improve student learning using the Data Wise process

**Short term targets:**

* Understand the cyclical nature of improving instruction
* Reflect on how we want our own observation of practice to look
* Determine our purpose for observing our practice
* Create a plan for observing our practice that addresses the five key elements

**Read in Advance:**

* *Data Wise,* pp. 155-176 (BLUE)
* *Data Wise in Action,* pp. 149-165 (GREEN)

**Materials:**

* Chart paper (create T chart and label “Plus/Delta”)
* Markers
* Blank paper for each participant
* Notes from previous meetings: (***FOCUS:*** notes from *FOCUS* video discussion – meeting 2; ***DEBRIEF:*** notes from See/Wonder/Do/Learn protocol – meeting 3; ***FOLLOW UP:*** notes from Plus/Delta chart – today’s meeting)

**Handouts in Notebook:**

* Agenda
* Sample Key Elements Blueprint
* Blank Key Elements Blueprint

**Roles for this meeting:**

* Facilitator: ERD
* Timekeeper: TBD
* Recorder: TBD

**AGENDA**

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| **10 min** | Welcome and introduction   * review agenda * review team norms * choose timekeeper * choose recorder |
| **10 min** | **Video: *FOLLOW UP***  As you watch the video take notes on the evidence you find that the fifth-grade team has met (or not met) these objectives:   * Discuss what was learned during adjustment * Plan future work |
| **15 min** | Purpose: To allow you and your colleagues to talk about how they can use what they saw in the videos to help them articulate they want to structure observing practice in their school.  We will be using the Plus/Delta protocol differently than we do typically.  **Protocol: Plus/Delta** (use these notes later in this meeting) |
| **15 min** | It is time to start applying what you’ve learned about observing practice to observing instruction in your building.  **Review Handout:** Sample Key Elements Blue Print |
| **20 min** | As you work toward making the process your own, your task will be to fill out a blank blueprint.  **Review and walk through handout:** Blank Key Elements Blueprint |
| **15 min** | Work with colleagues to plan a time where you will work in teams to complete the Key Elements Blueprint: K-5 principals work as one team; middle school leaders work as one team; high school leaders work in building-based teams.  You will use the blueprint you create during our *INTERLUDE*: *DOING THE WORK* as you work through at least one round of the Data Wise Process in which you: focus, observe, debrief, adjust, and follow up.  When we return again in May, you will bring ***EVIDENCE*** of at least one round in which you focus, observe, debrief, adjust, and follow up. |
| **5 min** | Looking ahead  **Plus/Delta Protocol** |